

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-AFU-93-7	DATE RECEIVED 1-30-93
1. FROM (Agency or establishment) DEPARTMENT OF THE AIR FORCE		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION DIRECTORATE OF INFORMATION MANAGEMENT			
3. MINOR SUBDIVISION RECORDS MANAGEMENT POLICY BRANCH			
4. NAME OF PERSON WITH WHOM TO CONFER PIERRE J. JOST	5. TELEPHONE (703) 614-3527	DATE 3/3/93 ARCHIVIST OF THE UNITED STATES <i>James W. Moore</i>	

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE JAN 26 1993	SIGNATURE OF AGENCY REPRESENTATIVE <i>Grace T. Rowe</i>	TITLE GRACE T. ROWE Chief, Records Mgt Policy Branch Directorate of Information Mgt
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<p style="text-align: center;">EMPLOYEE-MANAGEMENT RELATIONS (TABLE 40-4, RULES 1-3.01) (APPLICABLE AIR FORCE-WIDE)</p> <p>We want to change the disposition of Rule 1 to conform with OPM revised schedule and NARA GRS Nr 1, Item 30a (See attachment 1). We also want to change the title in Column A and modify Column B to eliminate the exception.</p>	N1-AFU-90-3	
2	<p>At the same time we want to change the language in Column A of Rule 3 to read "adverse actions, including performance-based actions, and appeals." Column B will also be changed to read "notice of proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action, and appeal records." The disposition in Column D will stay the same.</p>		
3	<p>Finally, we want to put Rule 3.01 on "RESERVED" status.</p> <p>NO PRIVACY ACT ACTIONS.</p>		
<i>Copies sent to agency, NCF 3/19/93</i>			

TABLE 40-4

**TITLE OF TABLE
 EMPLOYEE-MANAGEMENT RELATIONS**

R U L E	A If the records are or pertain to	B consisting of	C which are	D then
1	administrative grievances and classification appeals	original of employee's grievance or appeal, report of hearing or inquiry, copies of decisions rendered and related material, including any judicial proceedings		destroy 4 years after case is closed (Notes 1 and 2).
1.01 thru 2	NO CHANGE	NO CHANGE	NO CHANGE	NO CHANGE
3	adverse actions, including performance-based actions, and appeals	notice of proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records		destroy 4 years after case is closed (see note 4).
3.01	RESERVED	RESERVED	RESERVED	RESERVED

ATCH 2

NOTES: (NO CHANGE - FOR INFORMATION ONLY)

1. Selected records such as classification appeals decisions may be retained as policy/precedent files, which are governed by table 11-1, rule 9. Retirement to a federal records center is not authorized.
2. For employee suggestions, inventions and scientific achievements, see table 900-2.
3. Records are not to be filed alphabetically, or by name, SSN, or other personal identifier.
4. When class action complaint is filed, refer to table 40-4, rule 2.